SSID Maintenance
Don't Get Duped by Duplicates

SY1216-KY-1

Duplicate records can cause numerous problems and significantly lower data quality. Preventing, detecting, and resolving duplicate records is critical.

This session is for participants to learn how to:

- Use the Student Locator effectively to enroll students

- Run reports to assist with SSID Maintenance

SSID Maintenance

Agenda:

➢ Data issues related to SSIDs

➢ How do these duplicates occur

➢ Student Locator for enrollments (with Search)

➢ What can the district / KDE do to clean up duplicates

❖ Reports available

❖ Documentation on the Infinite Campus Support Portal

Data issues related to SSIDs

Districts facing different issues:

- ➤ Students with a Pending SSID
    - ❖ If 'Pending' for more than 48 hrs, then submit Support Case

- ➤ Same student with two or more SSIDs assigned
    - ❖ Work with Infinite Campus to merge data into 1 student

- ➤ Students with same SSID
    - ❖ Work with KDE Team to identify re-assignment

- ➤ Additional data clean-up areas to consider:
    - ❖ Students with same SS#
    - ❖ Incorrect SS#
    - ❖ Incorrect DOB
    - ❖ DOB/Grade mismatch

Program Areas impacted

Several Program Areas utilize the SSIDs for their data processing:

- ➢ State Reports
- ➢ Assessments / Testing Rosters
- ➢ Reading First Program
- ➢ Lunch Programs
- ➢ Preschoolers
- ➢ Individual Learning Plan (ILP)
  - ❖ Career Cruising (vendor)

How do these duplicates occur

There are a couple ways that these duplicate issues are in the data:

➤ Data input errors

➤ Left over duplicates from legacy application
   ❖ Data converted into Infinite Campus

➤ Use of the Infinite Campus Student Locator

➤ System interruption during SSID creation
   ❖ Network connection drops
   ❖ User disconnects (turns off computer or closes out of application)

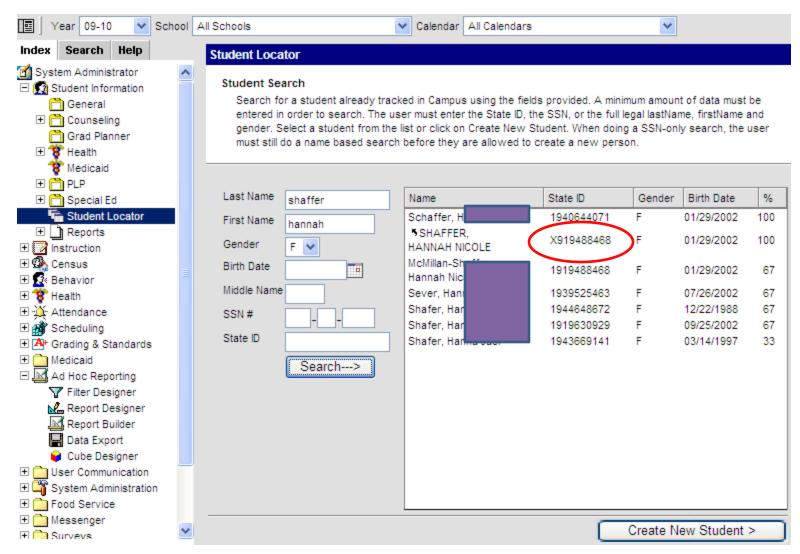# "X" SSIDs – for conversion issues

There are approximately 1600 duplicate SSIDs for KDE to clean up.

- ➢ 1 student does not have a current enrollment
  - ✓ Student will have an "X" as the first character of their SSID

  - ✓ The "X" SSID will be visible in the District's site, State Edition, and in Student Locator searches

  - ✓ Student can easily be re-enrolled into a district
    - ✓ Enrollment created for student
    - ✓ District creates Support Portal case for Infinite Campus
    - ✓ Infinite Campus assigns new SSID to the student
    - ✓ Data is synched to State Edition so new Student Locator searches would see new SSID

"X" SSIDs – Timeframes

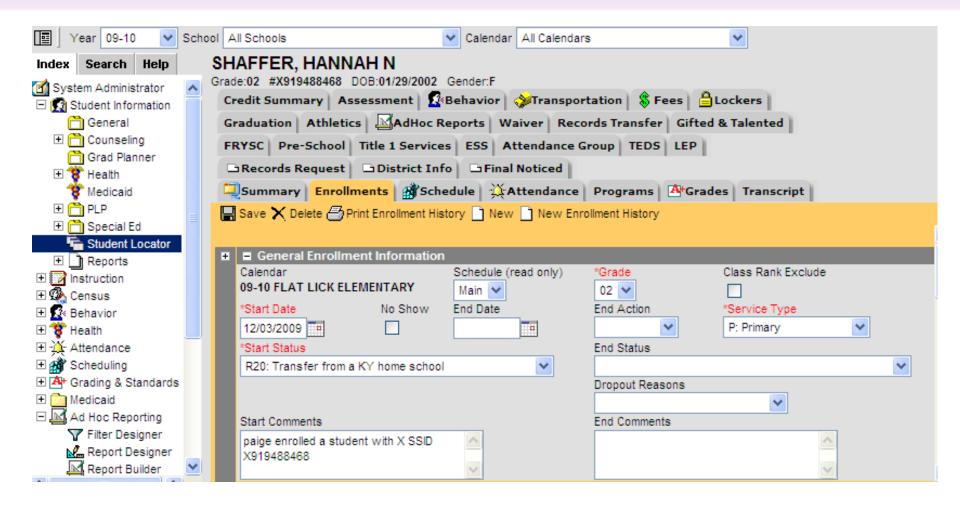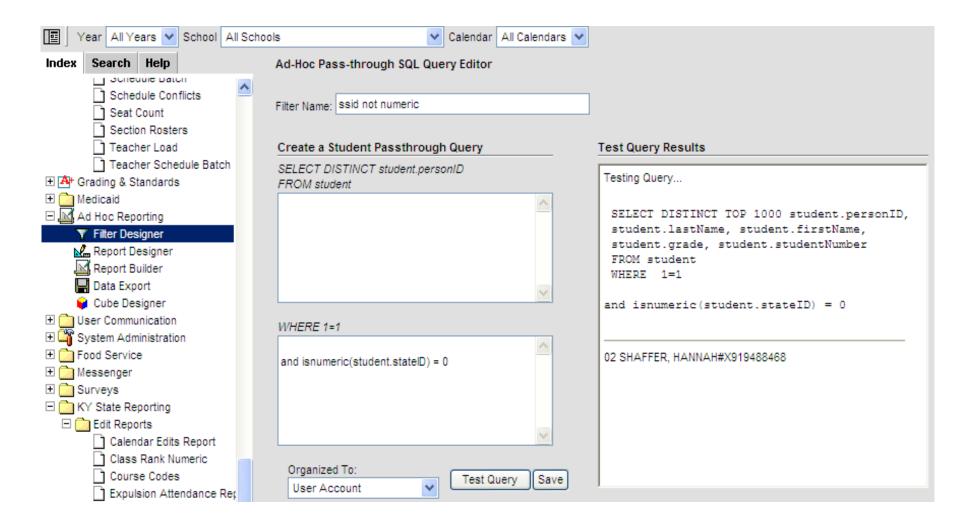| Time Period	Activity
Wk 11/30/09	KDE & Infinite Campus tested this process last week in test environment
Wk 12/14/09	KDE to send out communication via email to the KSIS Points of Contact with this "X" SSID information
Wk 12/21/09	Infinite Campus to run a script to update the SSIDs with an "X"
Ongoing	KDE & Districts process duplicate SSIDs for students that both have 2009-2010 enrollments

"X" SSID – Student Locator

"X" SSID – Enrolled

Recommendation

Districts could utilize the various reports available to them in the Infinite Campus application to continue with data clean-up activities.

Districts could run ad hoc queries following the "X" SSID update to see if they have students impacted / changed by the procedure and address them as needed.
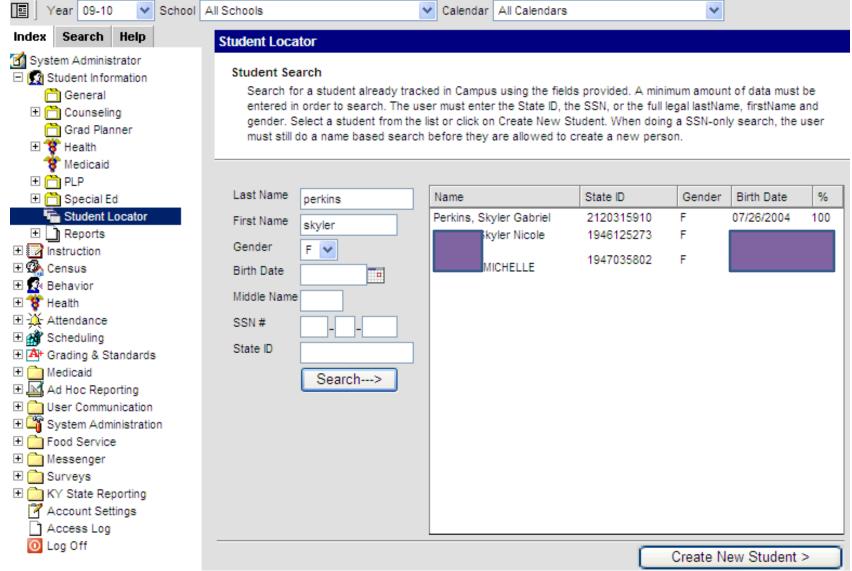
"X" SSID – Ad Hoc Query

Student Locator

The Student Locator search may not be able to find students that have some type of error in their data resulting in the district creating a new student record.
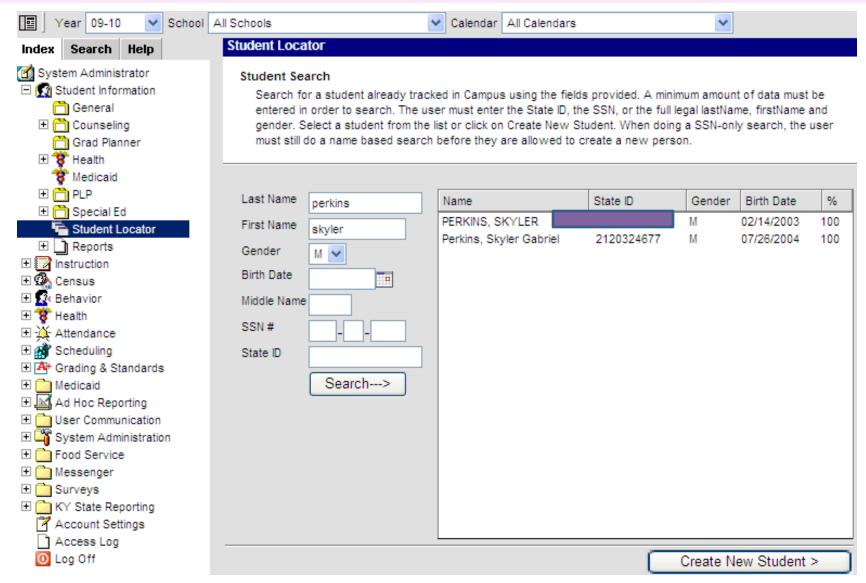
Examples are:

➢ First or last name misspelled

➢ Incorrect gender listed

➢ Incorrect date of birth
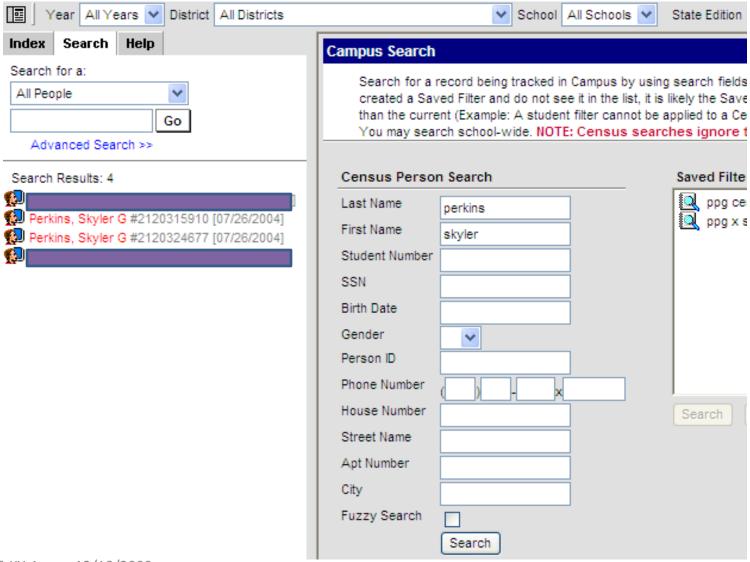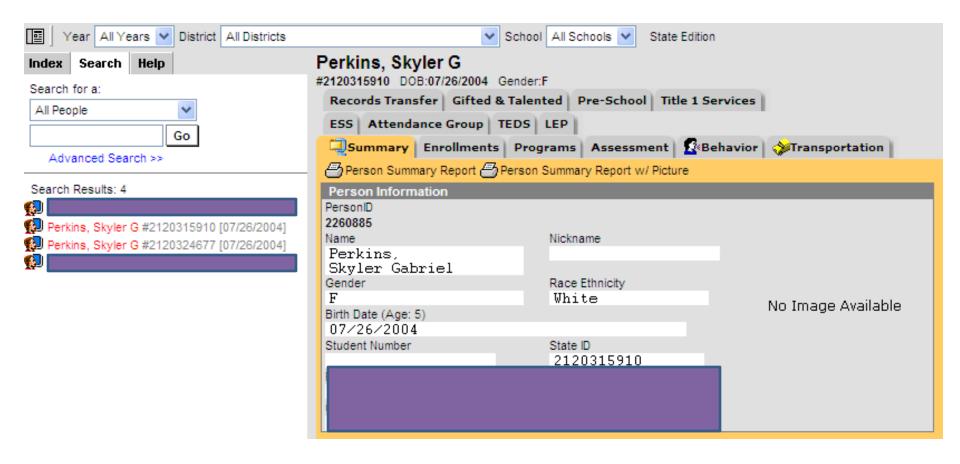
Student Locator – Gender selection

Student Locator – Gender selection

Student Search
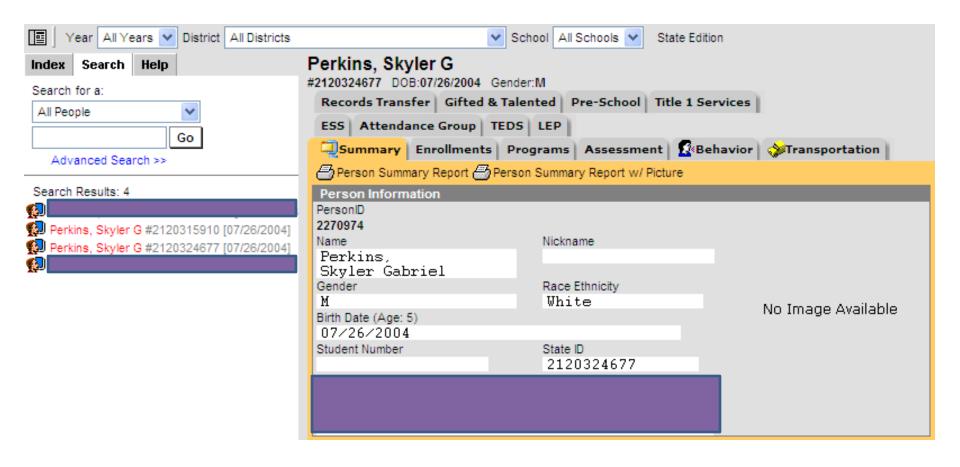
Student Search – Gender selection

Student Search – Gender selection

Student Search - Birthday

Recommendation

Districts could perform additional searches for potential new students to see if he/she can be found in a more global search.

System interruptions

While performing a search and creating a new student using the Student Locator, if the network connection has an interruption, then duplicates could be introduced into the application.

Examples of how this could occur:

- ➤ Internet connection drops
- ➤ Computer is turned off or shut down in process
- ➤ Infinite Campus application is closed in process

Recommendation

Districts should allow the application to complete its processing before closing it.

If the enrollment process had begun and then connectivity dropped, then districts should verify through a search of the student's information if it completed before trying to create the enrollment again.

Reports to assist with data clean-up

The following are several reports within Infinite Campus that can be run to assist districts with data clean-up.

Ad hoc reporting is also available within districts for those with the access rights.

Report – State Enrollment Verification

Report – State Enrollment Verification

Enrollment Verification Report   cont.
Comparison of District Enrollment Data With State Data

09-10 ▮ County High School1 - Summary

Total District Count	Total State Count	Missing At State	Missing At District	With Field Difference
943	944	1	2	1

09-10 ▮ounty High School - District Records Missing At The State (* identifies record missing due to overlap prevention)

Student Name	State ID	Grade	Start Date	Start Status
COX ▮	1960056966	10	10/29/2009	R21

09-10 ▮ounty High School - State Records Missing at District

Student Name	State ID	Grade	Start Date	Start Status
FARR ▮	1939585509	08	08/06/2009	E01
RAISR ▮	1939585491	08	08/06/2009	E01

09-10 ▮ounty High School - Records Having Different Values At State

Student Name	State ID	Grade	Start Date	Start Status
DOUGL ▮	1960137188	12	08/06/2009	E01

End Date   District Value: 10/22/2009   State Value: (null)
End Status   District Value: W25   State Value: (null)

Recommendation

Reasons for not syncing may be due to a duplicate SSID assignment to more than 1 student.

Districts should contact Infinite Campus to assist with resolving to get the data synced to the State Edition, via a support case.

The KDE Team may also need to be involved with analyzing which student should retain the SSID or which student should be assigned a new one, if there is a duplicate SSID issue.

Report – State Enrollment Overlap

Report – State Enrollment Overlap

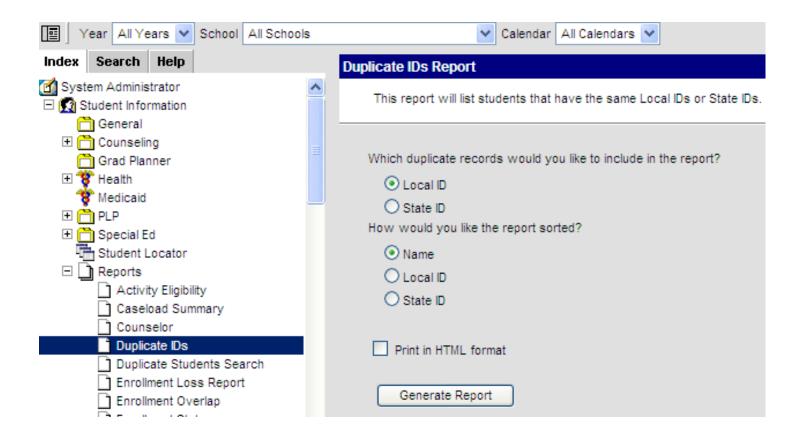|								Overlap

Enrollment Overlap Report
Year: 09-10   All Grades
Sort By Student Number   Students: 4

Student (#)	School	Calendar	Grade	Start/End Date	Type	Percent	Overlap Days
Barre (#1940720053)	MUHLENBERG COUNTY HIGH SCHOOL	09-10 Muhlenberg County HS	09	08/20/2009-10/12/2009	P		
	Woodlawn Elementary School	09-10 Woodlawn Elementary	05	08/06/2009-08/24/2009	P		5
Rowlan (#1944704624)	Dayton H.S.	09-10 Dayton H.S.	07	11/04/2009-06/01/2010	P		
	BOYLE COUNTY MIDDLE SCHOOL	09-10 Boyle County Middle Scho	07	08/06/2009-11/06/2009	P		3
Runyon (#1947186266)	FOSTER TRADITIONAL ACADEMY	09-10 FOSTER TRADITIONAL ACADE	02	08/13/2009-06/09/2010	P		
	Junction City Elementary	09-10 Junction City Elementary	03	08/06/2009-06/08/2010	P		300
Herndo (#1949276982)	Boyle County High School	09-10 Boyle County High School	12	10/22/2009-06/08/2010	P		
	DANVILLE HIGH SCHOOL	09-10 DANVILLE HIGH SCHOOL	12	08/12/2009-06/04/2010	P		226

Recommendation

Districts should contact the other district to determine if the student is also enrolled at the other district.

In these instances, one student's enrollment record should be end dated for the district they have withdrawn.

Student – Reports – Duplicate IDs

Student – Reports – Duplicate IDs

	County District	Student Duplicate ID Report
	Generated on 12/04/2009 05:16:37 PM Page 1 of 1	Matching Criteria: Sort By State ID Person: 16 Duplicates: 8

Name	Gender	Birth Date	Local ID	State ID	Calendar	Grade	Enrollment Date
Flood	F	07/30/1999	1920080015	1920080015	09-10 Woodlawn Elementary	03	08/06/2009-08/06/2009
Flood	F	07/30/1999	1920080015	1920080015			-
CUMM	M	08/27/1994	1940647140	1940647140	05-06 JUNCTION CITY ELEMENTARY	05	01/10/2006-06/02/2006
CUMM	M	08/27/1994	1940647140	1940647140	08-09 Boyle County Middle Scho	06	08/06/2008-10/02/2008
WEST	F	08/15/2000	1947669964	1947669964	05-06 WOODLAWN ELEMENTARY SCHO	00	11/04/2005-06/02/2006
WEST	F	08/15/2000	1947669964	1947669964	07-08 Woodlawn Elementary Scho	01	11/15/2007-05/30/2008
STOC	M	09/25/2001	1948051550	1948051550	06-07 Junction City Elementary	00	08/09/2006-10/16/2006
STOC	M	09/25/2001	1948051550	1948051550	05-06 WOODLAWN ELEMENTARY SCHO	99	08/22/2005-06/02/2006
Glafer	F	08/15/2001	1948205941	1948205941	09-10 Junction City Elementary	03	08/06/2009-
GLAF BROO	F	08/15/2001	1948205941	1948205941	05-06 WOODLAWN ELEMENTARY SCHO	99	08/22/2005-06/02/2006
MURII	F	02/07/1990	1948411507	1948411507	05-06 Boyle County High School	10	09/26/2005-06/02/2006
MURII	F	02/07/1990	1948411507	1948411507			-
Staed	F	12/07/1999	1949276420	1949276420	09-10 Woodlawn Elementary	04	08/06/2009-
STAE	F	12/07/1999	1949276420	1949276420	05-06 PERRYVILLE ELEMENTARY SC	00	08/11/2005-06/02/2006
MARS	M	04/17/1989	1952310561	1952310561	03-04 BOYLE COUNTY HIGH SCHOOL	09	08/12/2003-06/04/2004
MARS	M	04/17/1989	1952310561	1952310561	06-07 Boyle County High School	12	08/09/2006-06/01/2007

Recommendation

Districts should review the data to see if it is the same student. If so, then the district should contact Infinite Campus via a support case to merge the person records into one.

The KDE Team may also need to be involved with analyzing which student should retain the SSID or which student should be assigned a new one, if both students are separate persons.

Reports – Duplicate Students Search

Recommendation

Districts should review the data to see if it is the same student. If so, then the district should contact Infinite Campus via a support case to merge the person records into one.

Some instances, KDE Team may also need to be involved with analyzing which student should retain the SSID or which student should be assigned a new one, if it is the same student.

General rule: older SSID is retained if both are currently enrolled

Documentation available

The Infinite Campus Support Portal has the following documents available to assist districts with the SSID Maintenance:

➢ Technical Reference – Duplicate ID Cleanup Procedures

   http://support.infinitecampus.com/portal/media/TR_KY_DuplicateIDCleanup_0308_v6.pdf

➢ Technical Guide – District SSID Maintenance

   http://support.infinitecampus.com/portal/media/TG_DistrictSSIDMaintenance_0509.pdf